



UNITED STATES MARINE CORPS
U.S. MARINE CORPS AIR STATION
YUMA, ARIZONA 85369-5000

StaO 13700.1A
3AC
1 May 90

STATION ORDER 13700.1A

From: Commanding Officer
To: Distribution List

Subj: FOREIGN OBJECT DAMAGE PREVENTION PROGRAM (SHORT TITLE: FOD PREVENTION PROGRAM)

Ref: (a) OPNAVINST 4790.2E
(b) OPNAVINST 3750.6Q
(c) COMNAVAIRPACINST 13720.3
(d) COMNAVAIRPACINST 13720.15
(e) COMNAVAIRPACINST 4790.18B

Encl: (1) FOD Incident Information Sheet

1. Purpose. To publish a basic order for the establishment of a Foreign Object Damage (FOD) Prevention Program for all units aboard Marine Corps Air Station (MCAS) Yuma, Arizona.

2. Cancellation. StaO P13700.1.

3. Background. Most FOD incidents can be attributed to poor house-keeping, improper maintenance procedures or simple carelessness on someone's part. Since most FOD incidents are preventable, millions of dollars and thousands of man hours can be saved by the establishment and administration of an effective FOD Prevention Program at all levels.

4. Action. All units operating aircraft or support equipment, or those directly involved in supporting flight operations, and with access to the flight line areas shall take aggressive actions to prevent aircraft engine FOD. All FOD incidents aboard MCAS_Y Yuma will be reported to the Station Aviation Safety Officer (ASO)/ Airfield Operations Officer using the FOD Incident Information Sheet contained in Enclosure (1) to this Order. All units aboard the Air Station will establish an aggressive FOD Prevention Program in accordance with references (a) through (e), and this order. The following guidelines are provided:

a. Commanding Officers. The overall FOD prevention efforts of each unit will be guided by the Commanding Officer, and they will ensure that the following is accomplished.

(1) That each unit that operates aircraft or equipment on the airfield develop and maintain a unit Foreign Object Damage Standard Operating Procedure (FOD SOP) instruction. The SOP shall delineate a detailed plan for the accomplishment of FOD prevention goals set forth in references and this Order.

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(2) That all personnel are involved in the FOD prevention program and are aware of the impact that FOD has on reduced aircraft readiness, increased man-hour requirements, reduced morale, and an increase in operation cost.

(3) All aircrew/maintenance personnel will be indoctrinated on prudent FOD prevention operating procedures. Instruct aircrew to avoid known bird areas, icing conditions and to report all FOD hazard areas. Require aircrew/maintenance personnel to incorporate a FOD inspection of the area immediately adjacent to their aircraft during their preflight/maintenance procedures.

(4) Report all FOD incidents in accordance with the references, and to the Station.

(5) Assign by Squadron Special Order one officer and one NCO as the FOD Control Officer and the FOD Control NCO. A copy of this assignment Order will be kept in the workcenter's turnover folder and the individual's training jacket.

(6) Ensure that all of the units assigned support equipment and flight line access vehicles are FOD checked and FOD free prior to driving on the aircraft access areas.

(7) Ensure that a daily FOD inspection is conducted within the unit's assigned areas and that the FOD prevention program is a part of the overall Quality Assurance program.

(8) Conduct a monthly unit level FOD meeting to rectify discrepancies on the unit level. Problems that can not be resolved should then be referred to the monthly Area FOD Committee Meeting.

(9) Ensure all maintenance is accomplished per technical publication specifications and that all maintenance actions are inspected for FOD before sign off, especially from the intake area and forward.

(10) That the Unit's Maintenance Control coordinate with the Crash Fire Rescue Officer for ramp sweepers when required.

b. Station Airfield Operations Officer. Will assume staff cognizance over the cleanliness of MCAS Yuma aircraft access area in support of the FOD Prevention Program and will be the Chairman of the monthly Area FOD Committee Meeting. The Station Operations Officer shall establish a FOD Prevention Program for all sections with access to aircraft parking, taxi and runway areas, as per references and submit all FOD reports required for MCAS YUMA.

c. Station Aviation Safety Officer. The ASO shall:

(1) Issue local directives, as required, to ensure that adequate FOD prevention actions are implemented, incidents are re-

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ported, investigated and that corrective actions is taken concerning FOD prevention.

(2) Review and forward all FOD reports through the Station Commanding Officer.

(3) Coordinate the overall Station FOD prevention program and participate in the Area FOD Prevention Committee.

d. Crash, Fire and Rescue (CFR). CFR will ensure daily FOD checks of all runways and taxi areas to ensure that they are clear of all foreign objects. Any FOD found on the aircraft movement area should be placed in the Station FOD Box at the tower. The CFR Officer shall have cognizance over the Station FOD Sweeper personnel and ensure the sweepers are operated and maintained in an efficient manner.

e. Fleet Services. Fleet Services will ensure that the construction compound located on the flight line is maintained in an orderly state of police with daily FOD checks conducted whenever the site is in use.

f. Visiting Aircraft Line (VAL). VAL will ensure daily FOD checks of the Ops Pad and all VAL parking ramp space. VAL taxi directors will additionally check the immediate area around all transient aircraft prior to taxi or start as appropriate. The VAL crew leader on each shift will also ensure all taxi directors maintain their tool pouches and uniforms in a FOD free manner. On a weekly basis VAL will clean the wells units of accumulated environmental FOD and arrange for all VAL parking ramp spaces to be swept.

g. Station Provost Marshal. The Station Provost Marshal shall ensure that all flight line guard personnel are trained and thoroughly briefed on FOD prevention procedures. PMO will ensure that all vehicles are checked for FOD prior to entry to any aircraft access areas, during the times that the aircraft security gates are manned.

h. Station Facilities Officer. Will ensure all maintenance/facility support vehicles comply with this Order. FOD checks will occur prior to vehicles entering the flight line and after entering the flight line whenever the vehicle returns to a hard surface area (i.e. runway, taxiway, ramp) after driving on the dust cover or any unimproved area on the airfield.

i. Search and Rescue (SAR). The SAR Officer shall incorporate those procedures in this Order pertinent to SOMS aircraft and establish a FOD Prevention program as per references.

j. Area FOD Prevention Committee. The Area FOD Prevention Committee guides the active participation of all units in the prevention of FOD incidents on board MCAS Yuma.

(1) This committee will include, but not be limited to:

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- (a) Station Airfield Operations Officer
- (b) Station Aviation Safety Officer
- (c) Crash Fire Rescue
- (d) Public Works Officer or designated representative
- (e) Station Fuel Inspector
- (f) Station Provost Marshal or designated representative
- (g) Group FOD Officer
- (h) VMFT-401 FOD Officer or designated representative
- (i) MAWTS-1 FOD Officer or designated representative
- (j) Fleet Liaison Officer or designated representative
- (k) VAL Officer or designated representative
- (l) IMA FOD Officer or designated representative
- (m) SAR FOD Officer or designated representative

(2) Help in establishing a positive attitude toward FOD prevention in all units, through an attitude of awareness, and concern towards FOD prevention. Their duties include, but are not limited to, personnel awareness, training, and education in FOD prevention; the identification of required action to prevent FOD, through reviews of FOD incidents, surveys of FOD prevention procedures of all tenant units and visiting squadrons aboard the Air Station.

(3) Meet monthly at a time and place designated by the Station Airfield Operations Officer. The findings and recommendations of the committee will be disseminated to the working level through the committee working minutes.

(4) The minutes of the FOD Committee meeting will be signed by the chairman and forwarded to the Commanding Officer MCAS Yuma for approval. When approved, the Station ASO will ensure all members of the Committee and receive a copy, which will include those items discussed and/or projects initiated at the Area FOD Committee meeting.

(5) Committee members will ensure distribution of pertinent information to all personnel within their organization.

5. Recommendations. Specific recommendations concerning improvement or changes to this Order should be forwarded to the Station ASO via the appropriate chain of command.

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6. Applicability. This Order applies to all tenant units and all transient units, regular or reserve, which deploy on board MCAS Yuma, Arizona.



C. T. DUNSTAN

By direction

DISTRIBUTION: A

Copies to: MAG-13 (8)
MAWTS-1 (3)
VMFT-401 (3)

FOD PREVENTION PROGRAM
FOD INCIDENT INFORMATION SHEET

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SQUADRON:

TRANSIENT/TENANT:

DATE:

TYPE AIRCRAFT:

WEATHER CONDITIONS:

NUMBER OF AIRCRAFT:

FORMATION USED:

POSITION OF AIRCRAFT INFORMATION:

FORMATION TAKEOFF? Y/N

TAKEOFF INTERVAL: (SECONDS)

IF AV-8 TYPE TAKEOFF - VTOL STOL CONVENTIONAL

TYPE LANDING - NORMAL, ARRESTED, VERTICAL, SHORT FIELD

POINT OF DEPARTURE:

ROUTE OF TAXI FROM START TO TAKEOFF:

ROUTE OF TAXI FROM LANDING TO SHUTDOWN:

PROXIMITY TO OTHER AIRCRAFT DURING TAXI:

PROXIMITY TO OTHER AIRCRAFT IN FLIGHT:

PROXIMITY TO AIRFIELD VEHICLES:

FOD DISCOVERED: (ENGINE INSTRUMENTS, PILOT POSTFLIGHT, TURN-AROUND,
DAILY, OTHER)

IF BIRD STRIKE.....

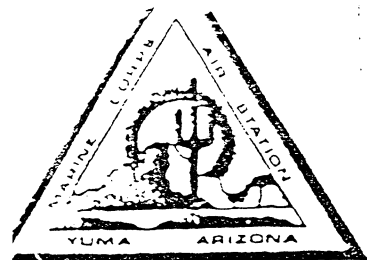
LOCATION:

ALTITUDE:

TAXI LIGHT OFF/ON/NA:

REMARKS: 1

ENCLOSURE (1)



BRIEF SHEET

DATE 4 Apr 90

SUBJECT

FOD PREVENTION PROGRAM ORDER StaO 13700.1A

REFERENCE(S)

PURPOSE

To publish a new Station FOD Prevention Order

COORDINATING INSTRUCTIONS

Order has been staffed through the MCAS FOD Committee

DISCUSSION

Members of the FOD Committee include representatives from
Base Ops, ASO, CFR, VAL, PMO Flt Line Security Section, SAR, MAG-13, MAWIS-1 RW & FW,
VMFT-401

RECOMMENDATION(S)

Signature

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*I Cpl. Beltram of Mag-13 (S-1) will
send us a copy of the MAG-13 order P13700. (2-A?) which
is being in process of being written at 4-04-90. By*

SUSPENSE DATE

NAME Capt LEE

TELEPHONE NO. 3693

DEPT ASO

NOTE: ATTACH TO LEFT SIDE OF FOLDER WITH ALL SUBSTANTIATING DOCUMENTS

3. When a joint directive is required between/among principal subordinates under the same common superior, include a statement in the directive regarding the other participating principals' approval, and clarify the extent or kind of action to be taken by their subordinate units. The directive will then carry the SSIC and personal signature of the primary principal. (See figures 4-1, 4-2, and 4-4.)
4. Specific information relative to only Reserve units, inspector-instructor staffs, or other activities that cannot be incorporated in a joint directive must be issued in the separate directives systems of the affected activities.

4003. STANDARD SUBJECT IDENTIFICATION CODES (SSIC) AND SIGNATURE REQUIREMENT. It must be noted that only the SSIC of the primary principal is shown on a directive issued, per this Manual.

1. Intra-Navy Department Directives Coordinated at HQMC Level

a. An intra-Navy Department directive that is coordinated with HQMC by a Navy Department principal, issued per SECNAVINST 5215.1, is not assigned a Marine Corps SSIC. When needed, include a statement in the directive regarding HQMC level concurrence, and clarify the kind of action to be taken by subordinate units. The directive will then show only the SSIC and signature of the Navy Department principal. (See figure 4-3.)

b. When cognizance of an intra-Navy Department directive subject matter is divided between the Navy principal and HQMC principal subordinate oversight authority or overlaps, the directive is then jointly signed over the title of each principal. (See figure 4-4.)

2. Joint Directives Issued at the Field Command Level

a. The primary principal must give preference to the issuance of a directive by the next higher common superior. This is particularly relevant when additional duty or "double-hatted" staffing exists.

b. A directive that requires agreement between/among independent principal subordinates must be fully coordinated with all other participating principals for concurrence in a single version in the primary principal's own system. The directive will carry only the SSIC and signature of the primary principal. (See figure 4-5.)

c. When the subject matter is divided between principal subordinates or overlaps, the directive is then jointly signed over the title of each principal. The directive will carry only the SSIC of the primary principal. (See figure 4-6.)

d. Directives that require agreement between the Reserve unit and the inspector-instructor staff will be coordinated and cleared by all participants and issued in the directives system of the commanding officer of the Reserve unit, who is the "principal" official. The inspector-instructor staff is an administrative body of the command, therefore, directives will be coordinated between these two elements to incorporate approval/concurrence statement, clarify the extent or kind of action to be taken, and will carry the SSIC and signature of the principal official or the signer who has been formally appointed or delegated to replace temporarily the principal official. Inspector-instructor staffs are authorized to issue directives to offices under their immediate authority and in their own system.

4004. APPLICABILITY OF JOINT DIRECTIVES. A joint directive is applicable to all addressees by distribution code/list or IAC in the same manner as a regular directive.

4005. CANCELING A JOINT DIRECTIVE. The primary principal must obtain concurrence from all participating principals before a joint directive is canceled. Justification must be provided to the primary principal stating the reason a joint directive is still needed by the other participants. The justification should also include whether pertinent portions will be released in the respective principal's directives system or is only needed for a specific length of time.